



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JULY 10, 2015

CLOSING DATE: JULY 24, 2015

TITLE: FACILITIES ATTENDANT (PART-TIME) GRADE: 104

**DEPARTMENT: OPERATIONS /
COUNTY FACILITIES**

BARGAINING UNIT: AFSCME

ENTRY RATE: \$9.57/hour, \$9,952.00/annual HOURS PER WEEK: 20

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Under direct supervision, is responsible for interpreting and enforcing facilities use policies.

DUTIES & RESPONSIBILITIES:

Monitors facility for unusual activity. Ensures the safety of employees and visitors in the building and its parking lots. Controls crowds at facilities events. Monitors building systems and contacts appropriate facilities personnel to resolve mechanical issues. Deals with visitors of all ages, including young children. Performs other related tasks as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to assess situations, make judgments, and take action to resolve both routine and non-routine issues with little or no supervision. Ability to effectively communicate with visitors and staff. Demonstrated attitude of exceptional customer service. Some prior work experience demonstrating the ability to be entrusted with the protection of people and property helpful.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school diploma or its equivalent. Good physical health. Integrity and reliability. Willing to work flexible work schedule.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.